HOW TO ACCESS YOUR LOCAL ACCOUNT IF YOU FORGOT YOUR PASSWORD

You must create a password reset disk while you have access to your local account. If you forget your password and do not have the reset disk, it will be necessary to take your computer back to the "beginning" (which means that you will be forced to remove most of your applications and all of your data files).

If you insist on requiring a password to gain access to your local account, even though it is not necessary, follow these steps:

1. Take this **absolutely vital step** and create the *password reset disk*. It must be done while you have access to your local account.
2. Access your Local Account.
3. At the taskbar's search bar, type *control panel*.
4. Click on the Control Panel icon that appears at the top of the column.
5. When you arrive at the Control Panel, confirm that you are in large icons view.
6. Click on the *User Accounts* icon.
7. In the left column, click on *Create a password reset disk.* The following dialogue box will appear. Follow the instructions.

8. Once you have completed the Forgotten Password Wizard, label the flash drive upon which it is installed and place it in a safe place. Hopefully, you will never have to use it.